



## VCS Athletic Booster Club Meeting Minutes

**Date: August 23, 2018**

Location: Offsite – Journey Coffee

### 1. CALL TO ORDER– Michelle

Attendance: Mike, Darelyn, Michelle, Jolene, George, Joe, Seth, Danny

### 2. Snack Bar update – Michelle

- a. Snack Bar Procedures – We need written procedures that include set up, operations, and clean up. In addition, we need cash procedures and a written document that indicates who is entitled to what surplus and all procedures should have a signature of authorization. The group agreed that the following percentages will apply for all snack bar events:
  - i. 40% = Booster Club
  - ii. 40% = Sport program event (ie football or volleyball)
  - iii. 20% = Group / Club working the snack bar (ie Seniors or another group)
- b. From this conversation, all agreed to the need for the procedures and the following actions items and assignments were volunteered:
  - i. Written snack bar operation procedures with signatures – George and Jolene
  - ii. Cash procedures with surplus contract – Michelle
  - iii. Inventory Sheet with signatures (accountability of sales) – Jolene
  - iv. Development of Booster Binder with all documents and bylaws – Michelle (Darelyn has the binder.)
  - v. Volunteer Sign up system (Signup Genius) – Mike with develop

### 3. August 27<sup>th</sup> Tailgate Event

- a. The Boosters will have a tailgate event on August 27<sup>th</sup>. The charge will be \$3.00 to include 1 hotdog, bag of chips, and a water. The tailgate will go from 5:30 to 6:30. Raffle tickets will be issued when someone purchases tailgate food. Darelyn will provide the raffle tickets. The tailgate will take place by the snack shack. Jolene will purchase the items for this event as well as for the snack shack that evening. The following will volunteer for the event:
  - i. Darelyn
  - ii. Joe
  - iii. Michelle
  - iv. Jesse
  - v. Jolene

#### **Executive Officers**

Danny Jackson – President  
Jesse Martinez – Vice President  
Michelle Aas – Treasurer  
Darelyn Pazdel – Secretary  
Joe Dingman – Events Coordinator

#### **Ex-Officio Members**

Michael Gomez – VCS Athletic Director  
Seth Jamel – VCS Board Member/Liaison



- vi. George
- vii. Mike
- 4. New Members
  - a. Darelyn will send a welcome email to all new members. The contact information will come from Michelle.
- 5. Spirit wear sales – Mike
  - a. The school has authorized the temporary help from Rhonda Aronis to sell spirit wear only during the game on August 27<sup>th</sup>.

**Executive Officers**

Danny Jackson – President  
Jesse Martinez – Vice President  
Michelle Aas – Treasurer  
Darelyn Pazdel – Secretary  
Joe Dingman – Events Coordinator

**Ex-Officio Members**

Michael Gomez – VCS Athletic Director  
Seth Jamel – VCS Board Member/Liaison